



Town of Leesburg Department of Parks & Recreation

2022 Independence Day Celebration

Food Vendor Application

Ida Lee Park • Monday, July 4, 2022 • 6:00 PM - 9:30 PM

Submission Deadline: May 31, 2022

Company & Business Information

Company/Business Name _____

Authorized Representative/Contact Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Cell Phone _____

Email Address _____

Are You A Returning Vendor? _____ Last Event? _____

Detailed Description of Set-Up

Photos of food truck/trailer/booth must be included with your application!

Please note: ELECTRICITY IS NOT AVAILABLE. WATER IS NOT AVAILABLE. THIS EVENT IS OUTDOORS ON GRASS.

You must provide your own whisper generator.

Generator Model _____ Max Output (Watts) _____

******All vendors must have a fire extinguisher rated at least 2A:20B:C***

Vendors cooking with oil, deep fat fryers or solid fuel must also have a Class K extinguisher on site.

<input type="checkbox"/> Food Truck Length _____ Do you use propane? YES ____ NO ____ If Yes, where is the tank located? _____ _____ If No, what is your heat/fuel source and where is it located? _____ _____ Do you have a Commercial Grade Hood System? YES ____ NO ____ Do you have a fire extinguisher on your truck? YES ____ NO ____ Please include 3 photos: 1 of truck, 1 of your cooking area, 1 of your propane tank or other cooking/heat/fuel source.	<input type="checkbox"/> Trailer Length w/hitch _____ Do you use propane? YES ____ NO ____ If Yes, where is the tank located? _____ _____ If No, what is your heat/fuel source and where is it located? _____ _____ Do you have a Commercial Grade Hood System? YES ____ NO ____ Do you have a fire extinguisher on your truck? YES ____ NO ____ Please include 3 photos: 1 of your trailer, 1 of your cooking area, 1 of your propane tank or other cooking/heat/fuel source.	<input type="checkbox"/> Food Tent SIZE ____X____ Do you use propane? YES ____ NO ____ If Yes, where is the tank located? _____ _____ If No, what is your heat/fuel source and where is it located? _____ _____ Do you use generator? YES ____ NO ____ You must have a fire extinguisher and tent must be flame retardant. Do you meet these requirements? YES ____ NO ____ Please include 3 photos: 1 of your tent, 1 of your cooking area, 1 of your propane tank or other cooking/heat/fuel source.
---	---	---

Detailed List of Food Items to Be Sold

Specialty? (ex: popcorn, ice-cream,...) _____ Type? (Italian, American,...) _____

MENU ITEMS and PRICING:

Example- Hot Dog	\$ 5.00	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

Please attach an additional sheet if more space is required.

Leesburg Independence Day Celebration: (Estimated Attendance 10,000)

Food Vendor Booth Price: \$250

Price is the same regardless of setup type or size.

All vendors will be assigned a spot on grass in the festival field if accepted.

Payment Information

Credit Card Only—No Checks Accepted

Credit Card #: _____

Exp Date: _____ Name on Card: _____

Total Amount To Be Charged: _____

Signature: _____

Rules & Regulations

Confirmation: You will receive confirmation within two weeks after the event's application deadline as to whether or not you have been chosen as a vendor. Those not selected may be placed on the Waitlist.

Application Status: Your application will not be considered complete until we have received a completed Food Vendor Application, Photos, Payment, **Additional Items Required** (see below), and any requested clarifications prior to the deadline. Applications received after the deadline may be placed on the Waitlist.

Required: You are required to sign all documents and adhere to the Terms & Conditions below and on the Concessions Services Agreement. You are required to meet **all Loudoun County health and fire codes**.

Refunds: You may receive a full refund without penalty if written notice is received PRIOR to acceptance by the Town of Leesburg Parks & Recreation. You may not receive a refund if you withdraw your application AFTER acceptance, unless modifications made to your initial proposal cannot be mutually agreed upon.

Food Trucks: You must meet all local, state and federal motor vehicle requirements. Out of state cooking trucks and trailers must be permitted by Virginia State or Loudoun County fire marshal.

Tents: All tents and canopies must have at least 40 lbs. of weight secured to each leg.

Food Concessions: This application is for Food Concessions; defined as products produced on site for consumption. Food products that are pre-packaged do not fall under Food Concessions and will not be accepted as such.

Generators: All generators must be **Whisper Generators**. Generator noise may not exceed 70 decibels.

Additional Items Required

◆ Loudoun County Health Department's Temporary Food Permit Form/Notice to Participate

You must complete and submit a copy of Loudoun County Health Department's Temporary Food Permit/Notice to Participate Form for each event; found at <https://www.loudoun.gov/DocumentCenter/View/125802/>

All Food Permits must be submitted to the County **BY THE FOOD VENDOR**. Please send a copy to us.

◆ Current copy of printed receipt showing that you have paid the \$40 Loudoun permit fee for the calendar year.

◆ Proof of Insurance

A Certificate of Insurance showing at least \$1,000,000 in liability coverage that is valid through the date of the event is required with the Certificate Holder specified as the Town of Leesburg, 25 W. Market Street, Leesburg, VA 20176.

◆ Food Vendor Agreement (if accepted)

If accepted, a Food Vendor Agreement will be sent to you. You must review and sign the document, agreeing to the terms, and return it within 7 days.

Contact & Mailing Information

Mail, Fax, or Email completed application, all additional documentation requirements to:
Special Events, Town of Leesburg Parks & Recreation, 60 Ida Lee Drive, NW, Leesburg, VA 20176
OR: Fax to: 703-737-7165

Contact: Events Coordinator, Lesley Green at lgreen@leesburgva.gov or 703-737-7156.

Terms & Conditions

You must sign this form in the space provided below. By signing this form you state that you have read and agree to all rules, regulations, terms and conditions in the Leesburg Independence Day Celebration Food Vendor Application. If accepted, you will be required to complete and sign a separate Food Vendor Agreement (mailed upon acceptance). **Application deadline is May 31, 2022.**

Signature of Applicant: _____ Date: _____

Printed Name of Applicant: _____

Printed Name of Business: _____